



## **JOB SPECIFICATION**

### **SENIOR ACCOUNTANT**

Code 12220  
Grade PM 127

#### **General Purpose**

Under direction, supervise professional accounting services, or provide highly specialized and technically intricate professional level accounting functions, for an assigned program.

#### **Typical Duties:**

Plan, organize, implement, direct and review delegated financial services functions including recording, updating and reporting transactions, and perform administrative and advisory duties including complex accounting and financial analyses. Involves: Participate in preparation of the Comprehensive Annual Financial Report (CAFR). Oversee, balance and reconcile general ledger statements. Prepare general journal entries (such as revenues, expenditures, and depreciation) to generate fiscal month and year-to-date balance sheets, and monitor changes in fund balance and cash flow financial statements. Analyze and prepare financial statements related to debt service, property tax distributions and other transactions such as payroll, disbursements, revenues or accounts payable. Oversee payroll and benefits operations, prepare year-end accruals and schedules, calculate and wire transfer funds for payroll taxes or pension contributions, and research employee concerns. Research and generate reports to assist external auditors. Perform accounting to track bond issues and other debt instruments relating to capital projects fund or construction projects, verify fund availability for change orders to constructions contracts and prepare budget transfers. Account for fixed assets and warehouse operations including acquisitions, disposals and transfers, depreciation and updates of the assets schedules. Prepare, enter and post journal entries for capital purchases, depreciation, construction work in progress, retainage, accruals and transfers between accounts, funds or departments. Track and report expenditure of federal grant funds and monitor sub-recipient agencies to ensure expenditure of allocated funds meet grant requirements.

Maintain and analyze assigned financial and accounting database and allied information management systems. Involves: Enter, retrieve and review accounting data from the centralized financial management system and personal computers or source documents such as journal entries, invoices, collection details or budget transfers to generate financial reports. Generate periodic accounting or statistical reports to management or regulatory agencies. Analyze expenditure trends and assist in preparation of the annual operating or capital improvement budget. Maintain network security of finance and accounting or other automated record keeping system, update system tables, open and close posting periods, review system output to ensure system integrity, discuss and identify solutions with programmers, correct batch errors, train and assist system users. Project airline rates and fees, passenger facility charges, generate reports and schedules, meet with airline representatives, and review and re-calculate actual airline rates and fees upon conclusion of fiscal year and adjust billing accordingly.

Supervise designated employees, if assigned. Involves: Assign, schedule, guide and monitor work. Appraise employee performance. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes. Enforce personnel rules and regulations and work behavior standards firmly and impartially.

Perform related duties as required. Involves: Perform duties of supervisor or coworkers if necessary to ensure continuity of operations during absences. Advise supervisor in a timely manner of situations or issues that have or could lead to deviation from expected results and recommend appropriate solutions or options.



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#### ***Knowledge, Skills, and Abilities***

- Application of considerable knowledge of federal, state and local laws, regulations, rules and ordinances related to municipal accounting, finance, fiscal controls, financial reporting including Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements and publications.
- Application of considerable knowledge of modern municipal accounting and management practices, generally accepted accounting, auditing and investment practices, methods, policies, practices and procedures.
- Application of considerable knowledge of computer hardware, software and peripherals related to a wide range of accounting and financial management operations including computerized budgetary, financial and spreadsheet applications.
- Application of good knowledge of supervisory techniques and customer service/public relations methods, policies and practices.
- Analyze financial data and additional information having numerous variables and outcomes within the framework of some precedents or general guidelines to assess and detect discrepancies in accounting, financial or statistical records, applying some originality or innovation in utilizing accepted theories and principles.
- Clear, concise oral and written communication to develop, prepare and present complex accounting or statistical reports and financial schedules to management or regulatory agencies, and maintain detailed fiscal records.
- Operate standard office equipment including personal computer, and related spreadsheet applications and financial management information system.
- Establish and maintain effective working relationships with supervisors, coworkers, officials and the public in order to regularly resolve ordinary issues or occasionally those of a sensitive or controversial nature.

#### ***Other Job Characteristics***

- None.

#### ***Minimum Qualifications***

**Education and Experience:** A Bachelor's degree in accounting, finance, business or public administration or a related field including a concentration of 18 upper division semester credit hours in accounting, and four (4) years professional accounting or financial management experience.

**Licenses and Certificates:** None.